



Clapham Manor
Primary School &
Children's Centre

Growing Brighter Futures



Pastoral Support Worker

Scale 5 – Spine 22 - 25
£24,618 - £26,658 pro rata

Job Description

Advert: July 018

Start date: September 2018

Job Description

Job Title: Pastoral Support Worker

Reporting to: Family Support Worker and the Inclusion Teams

Hours: 35 hours per week – All year round

Grade: Salary Scale 5 spine point 22 - 25 £24,618 - £26,658 pro rata

From: September 2018

Purpose of Post

- To contribute effectively to the safeguarding of children
- To provide support and guidance to children, by supporting barriers to learning and help them to reach their full potential as well as maintaining effective and supportive mentoring relationships with children, young people
- To communicate effectively with all stakeholders to ensure all are aware of vulnerable children's needs.

Main Duties/ Responsibilities

1. To work under the guidance of the Family Support Work and the Inclusion Teams to safeguard children
2. To provide support, guidance and intervention for vulnerable children within the school in order to ensure safety, and break down barriers to learning
3. To be one of a team of co designated deputy leads for vulnerable groups of children in school

Planning

- To plan appropriate activities to meet the needs of learners
- To work with the Family Support Officer to record information accurately and effectively and ensure clear and accurate records of vulnerable children are kept securely
- To work with all stakeholders, children, parents agencies and schools to implement successfully agreed actions
- Planning appropriate activities to meet the needs of learners
- To facilitate children and young people is learning and development through identifying learning and development needs, planning for how these needs will be addressed through mentoring and reviewing the effectiveness of support provided
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement. To contribute to the protection of children and young people from abuse
- Identify potential barriers to learning and jointly engage in strategies to overcome these barriers
- To work in partnership with the Children's Centre Better Start Team to support families across the school during school holidays

Delivery

- Working with individuals, groups of children and parents where necessary, to implement actions or recommendations
- To run interventions for vulnerable children to support their social/emotional and academic needs
- To carry out classroom observations, 1:1 or group support and behaviour for identified vulnerable children

- To meet regularly with the school's Family Support Officer to report on progress of identified pupils and to work closely with other identified members of staff, to ensure work is complementary
- Liaising with all school staff where appropriate
- To develop friendly but professional relationships with parents and carers.
- Organising activities at break times to support vulnerable children
- Follow up safeguarding issues in line with school policy and practice
- Follow up pupil/staff concerns, alongside the Family Support Officer, making telephone and written contact with parents as appropriate
- With the Family Support Officer, make contact with pupils and parents regarding attendance/punctuality etc. First day absence calling where required

Monitoring and Assessment

- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.
- To contribute to the protection of children and young people from abuse.
- To complete and maintain appropriate records in line with school policy and ensure paperwork is shared appropriately with all relevant agencies in the agreed time frame
- To liaise sensitively and effectively with all carers and agencies as agreed within your responsibility and report back to the Family Support Officer
- To meet regularly with the school's Family Support Officer to report on progress of identified pupils and to work closely with other identified members of staff, to ensure work is complementary
- To contribute when appropriate to internal and external reports

General

- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them
- To work alongside the Family Support Officer and the Inclusion Team to share good practice/offer support to one another on a regular basis
- To work within and encourage the school's Equal Opportunities Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- To ensure you are kept fully up to date with safeguarding and PREVENT policies, procedures and training
- To play an active role in school life and support the school ethos
- To promote the school's ethos in the wider community

Record Keeping

- Maintaining accurate records securely and confidentially
- To consult, liaise and communicate with parents by telephone, letter or email as appropriate
- To use school management information systems to keep accurate records of all communication with parents, and any other pertinent pastoral information relating to pupils
- To produce reports from management information systems
- To keep and maintain confidentiality

The Pastoral Support Assistant will be expected to be an exemplary role model in terms of conduct, dress and professionalism in all interactions and communications with colleagues, pupils and the whole school community, showing at all times respect, courtesy and empathy for everyone. The Pastoral Support Assistant is expected to support the school's ethos at all times and will liaise closely with the school Inclusion Teams.

Person Specification for Pastoral Support Assistant

This person specification relates to the requirements of the post as determined by the job description. Please write a personal statement detailing how you meet the criteria below.

EDUCATION – TRAINING/QUALIFICATIONS	CRITERIA
GSCE grade C and above including English and maths	Essential
Basic Safeguarding training.	Essential
Prevent training	Essential
NVQ L3 or above in a related field (i.e. education, childcare, child development or social care etc.)	Essential
At least 5 GCSE's grade C and above	Desirable
Higher Education/ degree or qualification	Desirable
EHA (Early Help Assessment) trained.	Desirable
Willingness to train for delivery of emotional intervention strategies/ therapies.	Desirable
DSL trained	Desirable

PERSONAL AND PROFESSIONAL SKILLS AND DUTIES	CRITERIA
Experience of setting up and running nurture/ intervention groups/ 1:1 support for vulnerable pupils.	Essential
Ability to communicate effectively (both orally and in writing with a wide range of stakeholders)	Essential
Ability to keep confidentiality and an understanding of confidentiality	Essential
Awareness of child development	Essential
Understanding of the key issues and legislation relating to safeguarding and Keeping Children Safe in Education	Essential
Awareness of the requirements of children and families with additional needs	Essential
Awareness and understanding of Child Protection Issues	Essential
Experience of successfully working with and supporting children and families	Essential
Experience of pastoral support	Essential
Experience of working within or with an educational setting	Essential
Experience of completing referrals to outside agencies	Desirable
Experience of working with a variety of outside agencies	Desirable
Ability to lead meetings	Essential
Experience of attending and contributing to multi-agency meetings	Desirable
Experience of monitoring attendance	Desirable
Desire to professionally develop	Essential

There will be on-going training and professional development requirements for the appointed person in order to keep up to date with the latest legislation and guidance in terms of safeguarding.